Model Questions for Soft Skill and Communication

Long Essay Type Question

1. Enumerate the different types of communication patterns and its applications in detail with life examples.
2. Explain the functions and principles of communication.
3. What is SWOT analysis? Give a detailed SWOT analysis on yourself for personal development.
4. What is the need for effective communication? Elucidate some of the key aspects by having a group discussion with our fellow classmates.
5. Do we agree that if one has best knowledge of computer tools and techniques he/she will be a good communicator also? Support our answer with examples from your experience.
6. What are the various cultural diversities we should be sensitive towards in our communication with others? Support your answers with examples from the Indian context or global context.
7. Write an essay on the barriers to communication.
8. Explain in detail the various barriers to communication.
9. Discuss the barriers to communication. Explain the way in which overcoming the barriers in a successful manner.
10. Describe the significance of facial expressions and eye contact in oral communication.
11. Describe the importance of eye contact and provide some examples of how eye contact plays a role in your communication throughout the day.
12. How is body language vital to a presenter?
13. Write a note on the salient features of a presentation.
14. Elaborate tips for giving effective presentation.
15. Discuss the tips for creating an impact on the audience
16. Explain the concept of "radiant thinking"
17. Audience is important for any presentation. Do you agree? Justify.
18. Explain the need and importance of listening in communication. State the barriers to listening and ways to overcome the barriers.
19. Draft a resume along with the covering letter for the post of a management trainee in a reputed Multi National Corporation (MNC).
20. “A resume is a persuasive summary of one‘s qualifications for employment”. Examine the statement.
21. Explain the basic objective or purpose of resume writing.
22. Highlight the Dos and Don‘ts in Curriculum Vitae/Resume Writing.
23. Write what are the contents included in how to write a cover letter.
24. Give specimen for business letter.
25. Write an essay on the principles of business writing.
26. Discuss the principles of business writing.
27. Discuss the advantages of sending e-mails rather than writing letters in corporate communication.
28. Your company plans to purchase 100 laptops for the official use. Write a letter to the manufacturing company, placing an order for 100 laptops.
29. Explain in detail the role played by persuasion and motivation in business communication. Give examples

30. Identify the differences between Curriculum Vitae and Resume
31. Send a letter of application along with your resume to apply for the position of Human Resources Manager in a reputed organization.
32. What is the role of non-verbal communication in the success of an organization? Explain with examples.
33. Discuss the importance of listening.
34. Discuss different techniques of reading.
35. With a suitable example, elucidate the meaning of Chunking?
36. Discuss some etiquette that one should follow while writing.
37. Explain in detail the process and mechanics of report writing.
38. Discuss the principles of mind mapping
39. Discuss the principles of brainstorming.
40. Explain the Assertive skills.

Short Essay type Question

1. Name some of the stages of communication in which errors may crop in.
2. What is the importance of feedback in communication?
3. List some factors responsible for misinterpretation of messages by the receiver.
4. What is meant by context in relation to communication?
5. Write any two tips for effective communication.
6. Why is posture necessary for first impression?
7. What is importance of facial expressions? Give one example
8. Why gestures are important in non-verbal communication?
9. Define Proxemics and provide suitable example
10. Write a paragraph on Note Taking
11. Describe the proof reading
12. What is editing?
13. Describe oral reporting
14. Telephone Conversation
15. Write an essay on Telephone etiquette.
16. What is listening? Explain active versus passive listening with examples.
17. Discuss tips of an effective listening
18. “We have two ears and one mouth so that we can listen twice as much as we speak.”- Elaborate the statement in the context of the importance of listening skills in personal as well as professional life.
19. Do you agree that listening is more important than speaking? Why?
20. Poor Listening Habits results into Poor communication – Discuss
21. Define listening and differentiate Active Listening V/s Passive Listening
22. Provide difference between scanning and skimming.
23. What is scanning? Give suitable examples.
24. Define skimming with suitable examples
25. Explain different types of reading.

26. What is a gist activity?
27. Techniques in writing
28. Paragraph writing
29. Essay writing
30. Scientific writing
31. Assertive skills
32. What are LSRW Skills? Elucidate.
33. What do you mean by articulation?
34. Define Extemporaneous mode of presentation skills with example.
35. Differentiate between Extemporaneous and Memorization mode of presentation. Mention at least two differences.
36. How is it important to have good presentation skills? Give at least four points.
37. What are the four important aspects to be considered while planning for your presentation?
38. List out the types of Visual Aids used in Presentations.
39. State the importance of Flip chart in Presentation
40. Make the sentence by using Homophone- Homophones
41. Define the Figure of Speech
42. What techniques do you follow in generating ideas?
43. What are the characteristics of Brain storming?
44. What are the salient features of Writing Research papers?
45. How to perfect Oral skills?
46. What are Aural Skills?
47. What is the difference between Extempore and a Lecture?
48. What is a mock presentation?
49. How to present a Report?
50. What is the difference between oral and written presentation?
51. What are the characteristics of a Good Presentation?
52. Write a report of the Tsunami to the local newspaper.

Short Answer Type Question

1. Write a brief note on the applications of 'Johari Window'.
2. Briefly explain SWOT analysis.
3. What is transactional analysis?
4. State any two functions of communication.
5. What is meant by horizontal communication?
6. What is interpersonal communications?
7. What are the different forms of non-verbal communication?
8. What are all the different types of non-verbal communication forms available?
9. State the significance of non-verbal communication in workplace situations.
10. What is non-verbal communication?
11. Write a short note on non-verbal communication.
12. How important is non-verbal communication today?

13. Non - Verbal communication can be divided into seven distinct parameters. For easy retention it can be recalled by an acronym where each letter stands for a category.
14. Define ‘Systems’ approach in communication skills.
15. Define intercultural communication?
16. How do customs from a part of our communication?
17. What are some of the barriers to communication?
18. What are the physical barriers in communication?
19. What are semantic barriers?
20. What is body language?
21. What are gestures? Give example.
22. Explain gestures.
23. What is the relevance of eye contact in the process of communication?
24. State the importance of gestures in intercultural communication.
25. List down the key factors to be considered in gestures in a communication.
26. How do our gestures determine our pattern of communication?
27. What is persuasion?
28. Explain SQ3R technique of reading
29. What is “voice”? How is it important in communication?
30. What do you mean by Para Linguistics?
31. What do you mean by the term Proxemics?
32. What do you understand from the term Kinesics?
33. Explain the different types of listening.
34. Briefly explain some of the major types of listening.
35. How can visual aids acts as a great support in presentation?
36. Why is awareness of audience necessary when planning a presentation?
37. What should a speaker keep in mind in planning of presentation?
38. What is the concept of "radiant thinking" (Mind mapping).
39. State any two features of a power point presentation.
40. List down any five key principles of business letter writing.
41. What do you mean by the term indentation?
42. What is a complaint letter?
43. List the types of essay.
44. List the types of report.
45. Define the term “abstract”.
46. What are Appendices?
47. How to quote references?
48. What is a Preface or a Foreword?
49. What are the contents of a cover and title page?
50. What is proper MLA format?
51. What is APA's style of reference citation?
52. Mention different type of interview.

Question Prepared by
S. Lakshmanan,
Psychologist
Puducherry